

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 29-2015	POSITION: Management Liaison Specialist
POSITION GRADE & SERIES: CS-0301-13/01	SALARY RANGE: \$76,397 - \$78,845 Annual *Please note this position is only Budgeted to the CS-13/2 \$78,845
OPENING DATE: May 21, 2015 CLOSING DATE: June 04, 2015	TOUR OF DUTY: 8:15 am – 4:45 pm (Full-Time) Monday - Friday
AREA OF CONSIDERATION: Open to the general public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Support services Division/ Human Resources Section 441 -4 th Street, N.W. Washington, D.C. 20001	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: Career Service Appointment	

COLLECTIVE BARGAINING UNIT: This position is not in the collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: This position is located in the Office of the Attorney General, Support Services Division, Human Resources Section. The incumbent serves as an expert technician in the field of position management and is assigned continuing responsibility for providing position management services for the Office of the Attorney General. Incumbent establishes and maintains a close cooperative working relationship with the program and administrative officials. Provides recommendations on ways and means of constructing the organization and the related positions in order to facilitate efficient operations and to provide optimum opportunities for employee development and maximum utilization of employee skills. Plans and conducts individual desk audits and/or classification surveys in the assigned organizations, with responsibility for the preparation of the required position descriptions, evaluation statements, and survey reports, and for the final allocation of positions within delegated authority. Recommends allocations on those positions determined to be properly evaluated at higher grades. Serves as advisor to management regarding such matters as merit principles, and the advantages and disadvantages of using the various staffing methods in selecting employees for positions. Develops training material including test modules. Provides training in position management. Specifically, position description review and development, establishment of positions, planning and conducting desk audits, classification surveys, constructing and applying competitive level codes, assigning position numbers, assigning job codes, developing statement of differences, completing the Optional Form-8, processing realignments, evaluating and classifying positions and providing management advisory services. Confers with representatives of the Office of Personnel Management and DC Department of Human Resources who may conduct post-audits surveys for the purpose of explaining program objectives, organizational changes, operating requirements, and the rational underlying specific classification decisions. Provide guidance and assistance to program supervisors on personnel actions, including promotions, demotions, reassignments, recruitment, details, separations, extensions, etc. Reviews, process and analyzes actions to ensure that legal and regulatory requirements are met. Reviews, interprets, and applies various pertinent laws and standards including District and Federal regulations and procedures relative to personnel matters and administrative issues/problems.

QUALIFICATIONS: Candidates must have at least one (1) year of Specialized Experience. Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Time-in-grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

Ranking Factor #1: In-depth knowledge and understanding of the latest position classification standards and a good working knowledge of governing policies and regulations.

Ranking Factor #2: Ability to function effectively in highly important interpersonal relationships and the flexibility to adapt to continuously changes in program requirements.

Ranking Factor #3: Technical knowledge and skill in the application of the principles, practices, and techniques of personnel recruitment, selection and/or placement. .

Ranking Factor #4: Ability to meet and deal with all levels of individuals and communicate clearly and effectively both orally and in writing.

Ranking Factor #5: Demonstrated ability to provide timely options and alternatives to clients.

Selective Placement Factor: Mastery knowledge 3 years or more of specialized experience in at least 3 or more entities in Human Resources: Staffing, Benefits, Performance Management, Classification, HR PeopleSoft etc.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over a non-District applications, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment. **APPLICANTS WHO FAIL TO COMPLETE, SIGN, DATE AND SUBMIT THE RESIDENCY PREFERENCE FOR EMPLOYMENT FORM WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR RESIDENCY PREFERENCE.**

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: A background investigation will be conducted.

HOW TO APPLY: Candidates may apply in person or send a **DC 2000**, Employment Application for the District of Columbia Government to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square: 441 4th Street, N.W. Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV. Resumes are not considered job applications therefore a DC-2000 must be submitted to receive consideration. Resumes will be accepted **in addition to**, the DC-2000. Inquiries related to employment and job applications should be directed to Doris Roseborough, Management Liaison Specialist (202) 724-7316. **To download Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

INFORMATION TO CANDIDATE: Applications received outside the area of consideration and/or after the closing date as well as **INCOMPLETE APPLICATIONS** will not be given consideration. **FOR THE PURPOSE OF EMPLOYMENT, RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS.** Therefore, to be considered all applicants **must** submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION.**

EEO STATEMENTS: The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL